

ADMINISTRATIVE - INTERNAL USE ONLY

Approved For Release 2001/08/02 : CIA-RDP81-00261R000300030007-3

DD/A Registry
78-2572

28 JUN 1978

MEMORANDUM FOR: Acting Deputy Director for Administration

VIA: Chief, Budget Staff, DD/A

STATINTL

FROM: [REDACTED]
Executive Officer, OL

SUBJECT: Request for Increase in FY 1978
External Training Fund Ceiling

1. The Office of Logistics (OL) requests your approval to raise the present OL ceiling of \$46,000 for subobject class 2515 (Training-External) to a new figure of \$51,000 for fiscal year 1978. We feel this is necessary in order to accomplish our programmed goals of professional training for our personnel as well as to encourage continued self-improvement and upward mobility through employee-initiated training requests.

STATINTL

2. Our remaining external training funds are fully committed to existing training plans previously submitted by our operating divisions. There are other courses, however, that we strongly feel should be authorized in this fiscal year. In our present situation, the lack of funds would require us to disapprove such training as "Safety Inspector Training" for our [REDACTED] Depot Safety Officer; "DOD Disposal Policy" for a Supply Division employee; training in offset photography, offset stripping, and negative work for our Printing and Photography Division personnel; "Contract Law" for a member of Procurement Division; and academic courses in "Quantitative Factors in Administration" and "Principles of Real Estate," as well as others.


3. Your approval to raise the ceiling by \$5,000 will allow us to accomplish these training goals. There are sufficient OL monies available to fund the ceiling increase. OL has complete records of actual and projected training by

SUBJECT: Request for Increase in FY 1978 External Training
Fund Ceiling

course, individual, and functional component. If further
information is required, please contact me.

STATINTL

APPROVED:


Acting Deputy Director for Administration

DISAPPROVED:

Acting Deputy Director for Administration

DATE:

29 JUN 1978

Distribution:

Orig - Return to OL/P&TS (Official)

2 - A-DDA *Subject*

1 - C/BS/DDA

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ROUTING AND RECORD SHEET

78-2572

SUBJECT: (Optional)

Request for Increase in FY 1978 External Training Fund Ceiling

FROM:		EXTENSION	NO.
Executive Officer, OL [REDACTED] STATINTL		8204	DATE 28 JUN 1978
TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS
	RECEIVED	FORWARDED	
1. Chief, Budget Staff, DD/A2 9 7D02 Headquarters	JUN 9 1978		1 to 5. Mike:
2.			
3.			
4. EO/DDA	6/29		
5. Acting Deputy Director for Administration 7D24 Headquarters	9/8		
6.			
7.			
8.			
9.			
10. Executive Officer OL [REDACTED]			
11.			
12. OL/P&TS [REDACTED]			
13.			
14.			
15.			

1 to 5.

Mike:

O/DDA has an estimated surplus in external training funds (\$28,000 budgeted, \$13,000 used). I have checked with Del, and we could transfer \$5,000 of our training authority to Logistics if you want to approve Log memorandum. O/DDA would still retain flexibility in its own account.

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